



We invite applications for the position of:

## DOCUMENT PROCESSING TECHNICIAN I/II

Document Processing Technician I: \$53,109 to \$64,574 Annually  
Document Processing Technician II: \$58,605 to \$71,250 Annually  
(Plus a comprehensive benefits package)

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### Why Consider The City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. The City of Mountain View is seeking a dedicated, a fast learner, and a well-organized individual who enjoys working in a team environment and is committed to public service excellence to join the Finance and Administrative Services Department, Support Services section. Here is an outstanding opportunity to join a great organization and contribute your talent and energy. We can fill with either a Document Processing Technician I or II. This recruitment and selection process may be used to establish an eligibility list from which current and future vacancies for this position may be filled. You can review the detailed job description for Document Processing Technician I/II on the City's website [here](#).

### About This Role

The City's Document Processing Center offers state-of-the-art centralized word processing equipment, allowing its Technicians an added dimension in document processing. Given this centralized work environment, Technicians gain a broad knowledge of major functions and projects in all areas of Mountain View City government.

### What You'll Do

- Type and edit materials to include letters, memos, reports, agendas, minutes, mailing lists, handbooks, brochures, manuals, press releases, newsletters, presentations, legal documents and other complex documents taken from handwritten or typed materials.
- Format and cleanup electronically transferred documents and determine proper format, grammar, spelling, and punctuation.
- Revise and create forms using Portable Document Format (PDF) files.
- Proofread, edit, and revise processed documents and assume responsibility for document accuracy.
- Utilize document processing and desktop publishing equipment with accuracy and speed.
- Maintain accurate recordkeeping systems for efficient retrieval of system-filed documents.

### Who You Are

- You work well in a fast-paced, team-oriented environment and can concentrate despite noise and activities within the work area.
- You have a basic understanding of mathematics and English language including grammar, punctuation, and spelling.
- You can prioritize workflow, multi-task various job functions, and maintain efficiency to meet tight deadlines.
- You enjoy learning and using various computer software; proofreading and editing; referencing dictionaries, handbooks, and other reference materials to think through and address questions.
- You are proficient using PCs and various software packages.
- You are patient and you enjoy helping your colleagues.

### What You Bring

#### Document Processing Technician I

- Equivalent to completion of the 12<sup>th</sup> grade.
- One year of full-time clerical experience.
- Completion of college coursework in document processing, editing, or a related field may be substituted for the required year of experience.
- Ability to type 55 words per minute on a computer terminal keyboard.

#### Document Processing Technician II

- Equivalent to completion of the 12<sup>th</sup> grade.
- Two years of full-time clerical experience including typing, work in Microsoft Word, and grammar, punctuation, and proofreading.
- Ability to type 55 words per minute on a computer terminal keyboard.

### What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no social security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Employee appreciation days and activities.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.

### Are You Ready? Apply.

Submit application, supplemental questions, resumé, and typing certification (from a college or employment agency - click [here](http://www.calopps.org) for further information) online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. All documents **must** be submitted to have your application be considered.

Application materials will be accepted on a continuous basis with applications being screened as follows: review of the first 50 applications received and each subsequent 50 applications until the position is filled. Qualified candidates are encouraged to apply early. The most appropriately qualified candidates will be invited to an examination process, which includes a written examination. Depending on the number of applications received, the above process may be altered.

### Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- Oral board and exam. Depending on the number of qualified applicants, testing may be conducted prior to the oral board.
- Department interview. Candidates who pass the oral board interview may be invited to interview with the Finance and Administrative Services Department staff for a more in-depth discussion regarding the position.

### The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**CITY OF MOUNTAIN VIEW**  
**Document Processing Technician I/II**

**SUPPLEMENTAL QUESTIONNAIRE**

**Please answer the following questions and submit with the application. Please no more than one page for each question.**

1. Please describe your experience using Microsoft Word. Include specific details on how often you use Microsoft Word in your current or previous work experience, what types of documents you specifically use it for, and the complexity?
  
2. Please describe your clerical work experience. Include the specific duties you performed and the frequency at which you performed them.
  
3. Please provide specific detail of your experience with proofreading and editing highly complex documents. Include the type(s) of computer software you used to perform these tasks.